

Subject: Fwd: 2017 Administration Contract for Little Tokyo Business Improvement District
From: "Rita Moreno" <rita.moreno@lacity.org>
Date: 9/21/17, 5:03 PM
To: ellenendo@yahoo.com

Hi Ellen,

I am your newly assigned BID Analyst in the City Clerk's office. Please see the message below and the attachments. You should have received the hard copies by now.

Let me know you received this message and whether you have any questions. I'd like to have this contract executed as quickly as possible.

Thank you.

Rita

----- Forwarded message -----

From: **Rita Moreno** <rita.moreno@lacity.org>
Date: Fri, Sep 8, 2017 at 1:08 PM
Subject: 2017 Administration Contract for Little Tokyo Business Improvement District
To: board@visitlittletokyo.com

Dear Ms Endo and Ms Kumamoto,

The 2017 contract for administration services for the Little Tokyo Business Improvement District is ready for signatures. You will receive two copies via USPS together with the required forms, in compliance with the standard provisions for city contracts, and additional forms needed.

Once you review the contract and standard provisions, you both must sign both original copies. Ms Endo can then complete and sign all required forms, which are to be submitted with the two original contract copies. See the cover letter for additional required documents and instructions.

Given that we are nearing the end of 2017, your expeditious response is appreciated. For your convenience, I have attached all documents to this email message. The forms are fillable and can be completed electronically then printed and signed.

Thank you and let me know if you have any questions or concerns.

Thank you.

Rita

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Neighborhood and Business Improvement District Division
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- [Attachments-104/Contract Cover Letter.pdf](#)
- [Attachments-104/W-9.pdf](#)
- [Attachments-104/CRO Questionnaire Rev 01.20.12.pdf](#)
- [Attachments-104/Fillable Form - PledgeofCompliance.pdf](#)
- [Attachments-104/Fillable Form - Americans with Disabilities Act.pdf](#)
- [Attachments-104/Fillable Form - ComplianceWithChildSupportObligations.pdf](#)
- [Attachments-104/BAVN Verification Request.pdf](#)
- [Attachments-104/Standard Provisions.pdf](#)
- [Attachments-104/Little Tokyo BID ADMIN Contract.pdf](#)